

Before getting started it is advised that you delete the old CountyMapper from your machine. Open Windows Explorer and go to the c:\program files folder and look for the USI folder. Delete both the USI folder and the CountyMapper icon on your desktop. You are now ready to start the installation.

Installation Procedures

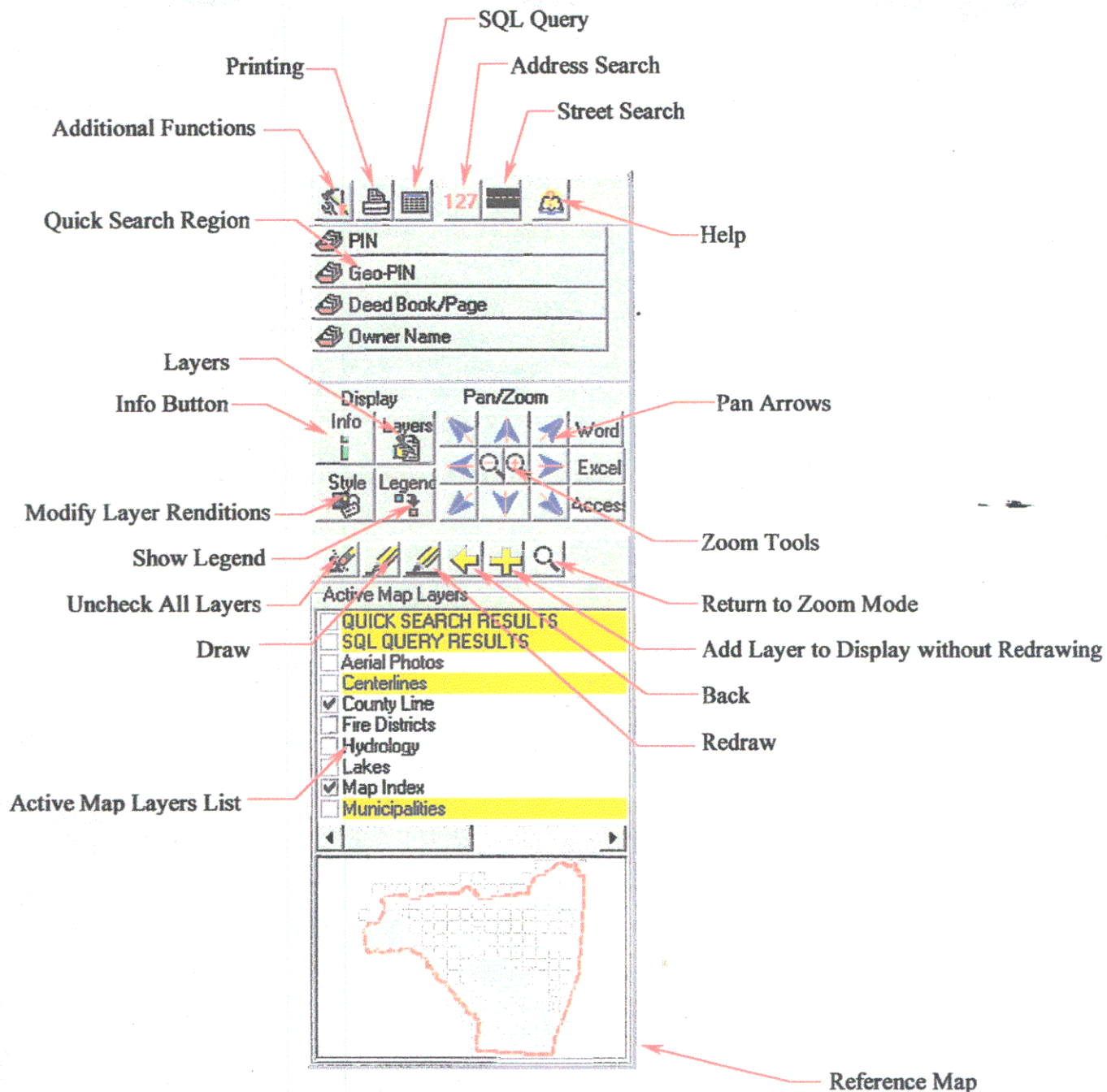
1. Turn on your computer and start Windows.
2. Place the CD in your CD-ROM drive.
3. Close the CD-ROM drive and the CD will begin running.
4. The "Welcome to CountyMapper" screen will appear. Click the "Install CountyMapper" button and the installation will begin. As you go through the installation, you will first be asked to read and accept the license agreement. Next, you will be asked where you want to install CountyMapper. You may choose any directory on your local machine. If no location is chosen, CountyMapper will be installed to the root directory, C:\. This differs from previous versions of the software, because you can install to the location of your choice.
5. After the installation is complete the CountyMapper program will open and you are ready to get started!

An icon named USIMapview3 will be created on your desktop and this is how you will open the program after the initial installation.

Important

1. The *CountyMapper* CD must always be in the CD-ROM drive when running the program. While the installation process will install some files onto your computer, the data for the maps are still located on the CD itself.
2. When using *CountyMapper* always be sure to allow time for database queries, displays, and printing. These options can take several minutes to complete due to the large volume of data. Selecting an option multiple times or selecting other options while the computer is busy will only slow down the selected option.
3. Rebooting the system will not harm the programs or data, should your system lock up.
4. If a layer is accidentally selected or you do not want to wait for the display to complete, press the ESC (escape) key on your keyboard. After the ESC key is pressed, the program will only display the data that was processed prior to the pressing of the ESC key.
5. This version of CountyMapper will only work with Windows 95, 98, 2000, XP or NT. CountyMapper is incompatible with other operating systems, such as MS-DOS.

Tool and Button Basics



Use this diagram to familiarize yourself with the tools and buttons you will be utilizing while using the CountyMapper program. Each of these buttons is described in complete detail in its respective locations within the documentation. What follows are brief instructions on how to get started using the most common features in the CountyMapper program. All detailed instructions and examples can be found in later chapters. Please note that this setup for the tools and buttons may vary from county to county, but every county will have the basic tools.

How to Start and View Map Layers

Need more help? Look in the documentation for details on the Layers tool.

1. Start the program by double clicking the USIMapview3 icon.
2. The program will open and the last configuration saved will appear on the screen.
3. To select different layers, click the Layers button. This opens the Layer List Tool. To select a layer for display, simply click a theme tab, then double click the layer name from the list.
4. The layer name will now appear in the Active Layers List. If you want to remove a layer, place a check beside the layer name in the Active Layers List and click the second red arrow.
5. After making the layers you wish to view active, click the Approve button.
6. The activated layers will now appear in the Active Map Layers section on the main display. Any layers highlighted in yellow have tabular data associated with the maps.
7. Check the small box beside the layer name and click the draw button to display the layers.

How to Inquire About a Map Object Using the Info Button

CountyMapper provides the user with the ability to obtain in-depth information about a particular map object. This is accomplished by using the Info button. In the Active Map Layers section there are some layers highlighted in yellow. These layers can provide further information using the Info button. (**Need more help?** Look in the documentation for a detailed description of INFO.)

1. Click on the layer highlighted in yellow you are interested in. The layer will now be highlighted in green.
2. Click on the Info button.
3. Move the mouse cursor out over the map display. The cursor will have a question mark next to it.
4. Click on the object (parcel, road, ect.) and after searching the database, the information for that object will appear to the left of the display map. (It will cover the Active Map Layers list and reference map area of the display.) Use the scroll bar to view all of the information. To get back to the Active Map List and reference map, click the X button and close the View Attribute Data box.

(Note: When using Info, be sure to click as close to the “centroid”—the point at the center of each parcel used by the database program—as possible.)

How to Run a Query

Queries allow the user to search a layer's database information to find results based on the criteria of the search. For example, a common layer used in queries is the Parcel or Property layer. A query can be made in two ways: Quick Search or an SQL Query. The fastest and most convenient way to complete a query is to do a Quick Search using only one criterion, while an SQL Query Search provides more search options. Using a Quick Search, you can at least search by PIN, Owner name or by Current Book/Page, although these fields will vary depending on the county.

Quick Search Region

1. In the Quick Search area, scroll to the field you want to search on.

2. Click on the field you would like to search (i.e. Owner Name). When you click the program will begin building a table and index that will give you a list of all the unique values. This table and index will only be built once for each Quick Search field for every new install or re-install.
3. Once the list has finished building, you can now enter your Quick Search criteria one of three ways: type in the name, scroll through the list or use a combination of these two to type in a name and use the "typing assistant."
4. Either double click the entry from the list or click on the green check mark beside the entry line to begin the search.
5. Once the search is complete, the result will be displayed in the map area.

(Note: Need more help? See the Quick Search tool in the documentation for detailed instructions.)

If you want to zoom in to a certain area or display your results with another layer, go to the Layers tool and find the Search Results tab. Add the Quick Search Results layer to your Active Map Layers list. This means it is available like any other layer when it is checked for display and can be displayed by clicking the Draw button.

SQL Query

Need more help? Please see the SQL Query section of the documentation, for more in-depth descriptions, uses and examples of this tool.

1. Highlight the layer you wish to search on.
2. Click the **SQL Query** button.
3. When you open the SQL Query tool, you will be prompted to select a table, **Land Records** for example.
4. Using either the Easy Query tab or the Advance Query tab, select the field to search on, for example Owner Name.
5. If the query is on a character field such as Owner Name, then you should select the search type **Like**.
6. In the next box enter the field value, which in this example would be the owner's last name.
7. Because you want all owners with this last name as your result, click the down arrow and select **Left Match**. (See the SQL Query section of the documentation, for a complete explanation of options with this column.)
8. Click the **GO** button to start the search.

After searching, a table of your results will be displayed in the SQL panel. You can scroll through them to look at the information. The results can be mapped by going to the Layers tool and selecting the Search Results tab. Make the SQL Query Results layer active and click the Approve button. The SQL Query Results layer should now appear in the Active Map Layers list and be available for display.